

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Department of Consumer and Regulatory Affairs**

**Administrative Issuance System**

**DCRA Bulletin No. 5-10A-08**

**SUBJECT:** Accident and Incident Reporting Policy

**EFFECTIVE DATE:** June 3, 2008

**EXPIRATION OR REPLACEMENT:** Upon revision.

**PURPOSE AND AUTHORITY:** This Bulletin is issued to outline the policy and procedures for reporting incidents or accidents occurring in DCRA work areas, with DCRA employees, or property.

**SCOPE:** DCRA is responsible for preserving the health, safety, and welfare of the public – and fulfills this mission by having a needs a healthy workforce. DCRA is committed to keeping its employees safe and mitigating risks by providing timely investigation and reporting of all accidents and incidents to the DCRA Risk Management Coordinator and to the DC Office of Risk Management Workmen's Compensation Office as appropriate.

DCRA employees who are involved in any kind of accident or have knowledge of any incident occurring in their work areas are to follow the procedures laid out in this Administrative Issuance.

**PROCEDURES:**

Vehicle Accidents

1. Contact your supervisor immediately.
2. Contact the Metropolitan Police Department.
3. Provide the police officer with all pertinent information.
4. Exchange information with the other driver using the appropriate form contained in the accident kit that has been placed in all DC Gov't vehicles and issued to authorized drivers of privately owned vehicles used for DC Gov't business.
5. Complete a Vehicle Accident Form.
6. Accident reports must be completed and submitted to the Risk Management Coordinator by the close of the next business day.
7. Drivers must obtain a copy of the Police report and submit to the Risk management Coordinator.
8. If the employee is injured, supervisors are to contact Workmen's Compensation at 1(888) 832-2524.
9. Supervisors must obtain and complete Form 2 and Form CA-7, Part B.
10. Form 2 and Form CA-7, Part B must be submitted to Workmen's Compensation and a copy is to be filed with the DCRA Risk Management Coordinator. The forms may be faxed to (202) 727-8319.
11. The supervisor must complete and submit to Form CA-3 to Workmen's Compensation within 24 hours after the injured employee returns to work.

All other Accidents or Unusual Occurrences

*NOTE: DAIS Bulletins are strictly procedural in nature and have direct applicability only to DCRA employees under the authority of the Director*

**INQUIRIES:** DCRA, Deputy Director for Operations and Administrative Services-202-442-8929  
**DISTRIBUTION:** Director, Deputy Directors, Program Managers, Division Chiefs, and DCRA employees  
**BULLETIN EXPIRES:** Upon notification

An example of an unusual occurrence is unidentified or unauthorized person in the DCRA workspace.

1. Contact your supervisor immediately.
2. Report the accident or incident to the DCRA Risk Management Coordinator.
3. Complete an Incident Form.
4. If the employee is injured, supervisors are to contact Workmen's Compensation at 1(888) 832-2524.
5. Supervisors must obtain and complete Form 2 and Form CA-7, Part B.
6. Form 2 and Form CA-7, Part B must be submitted to Workmen's Compensation and a copy is to be filed with the DCRA Risk Management Coordinator. The forms may be faxed to (202) 727-8319.
7. The supervisor must complete and submit to Form CA-3 to Workmen's Compensation within 24 hours after the injured employee returns to work.

#### Property Incident

An example of a property incident is a stolen camera, cell phone, damaged computer equipment, misuse of government property, etc.

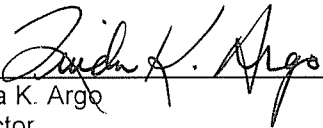
1. Contact your supervisor immediately.
2. Contact the DCRA Risk Management Coordinator.
3. Complete the Property Incident Report Form.
4. Submit the report to the Risk Management Coordinator.

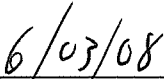
**Copies of all forms may be found on the DCRA Intranet.**

#### Effective Date

This policy shall become effective ten (10) days after this notice is formally issued by the Director of DCRA to its employees.

This Administrative Issuance supersedes all previous administrative memoranda, orders, and policies to the degree there is any inconsistency between those items of direction and this Administrative issuance.

  
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Linda K. Argo  
Director

  
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Date

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